Project Progress Report

Project Name: Grants, Contracts, and Loans Management System

Reporting Period: From: September 1, 2007 To: September 30, 2007

Audience: Sadie Rodriguez-Hawkins, Jan Marie Ferrell, Polly Zehm, Allen Schmidt, DIS, and ISB

Schedule Status: [X] GREEN [] YELLOW [] RED

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: [X] GREEN [] YELLOW [] RED

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: [X] GREEN [] YELLOW [] RED (Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

- Conducted Agreement Management 101 workshop to five vendors representing four companies.
- Conducted the Pre-Response Conference with ten vendors in attendance representing eight companies.
- Completed five amendments to the RFP; mainly for clarification purposes.
 Vendors have stated that this RFP is the most well written they have reviewed.
- RFP closed September 26, with five vendors submitting proposals and seven vendors submitting a "no bid" response.
- Project team interviewed program staff at Ecology and CTED for the common data and business Opportunity Inventory Blueprinting activity.
- Three RFP proposals have passed gates one and two.
- Two RFP proposals have passed gate three.
- Finalized Vendor demonstration script.

Objectives for the next reporting period

- Complete RFP proposal evaluations and company and key staff reference checks.
- Schedule Vendor demonstrations.
- Finalize Risk, Issue, and Change Management Plans, Communication Plan, and High Level Test Plan.
- Issue External QA Statement of Work

Schedule

Major Milestones and Deliverables for September						
 Common data and business opportunity inventory blue 	eprinting interviews	9/28				
 Final Vendor questions and comments due 	Final Vendor questions and comments due					
Final Written Answers	Final Written Answers					
Upcoming Major Milestones and Deliverables for October						
RFP Evaluations	10/12					
 Compile and Document Evaluation 	10/16					
 Announcement of the Finalists 	10/19					
 Schedule Vendor demonstrations and Oral Interviews 	10/23					
 Company and key staff reference checks 	10/26					
Planned Major Milestones and Deliverables						
 Vendor product demonstrations 	11/5-8					
 Executive Sponsor meeting (vendor recommendation) 	11/15					
 Announce Apparently Successful Vendor 	11/16					
 Earliest contract effective date 	12/6					
 Common Opportunity Inventory Blueprinting 	12/15					
 Project Management Plan Approved 	1/18					
 Install Base System 	1/21					
■ Re-baseline – Revise Scope, Budget Check, ~45 days	2/11					
■ Pilot						
 Select Pilot Programs 	1/18					
o Fit/Gap Analysis	6/2					
 Configuration requirements and design 	4/18					
 Pilot configuration requirements and design 	6/14					
 Pilot Implementation 						
 Pilot Acceptance Test Plan 	9/12					
 Configure Pilot 	9/12					
 User Acceptance Testing 	10/23					
■ Re-baseline – Go/No-Go	11/14					
 ECY – CTED first program implementation 	12/15					
 Rollout to remaining programs 	7/27					

 Post implement 	tation review	8/10
Dudast		
Budget		
Decision Package:	5,463,810	
IT Project Pool:	4,073,812	
Variance:	1,389,998	
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Project-to-date (7/07	to 09/07)	
Salaries/Benefits:	88,382	
Goods & Services:	41,647	
Total Expense:	130,029	
	100,000	
Project Balance:	3,943,783	
Issues		
None		
Risks		
Newly discovered or re	-arisen, includ	ing Risk Severity Indicator
None		
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Progress Summary

Effort					Cost			Schedule				
Milestone	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Original End Date	Revised End Date